

	<b>Georgia Technology Authority</b>	
<b>Doc Ref Number:</b>	ENT - PROCUREMENT - 001-POL	<b>Topical Area:</b> <b>GTA Procurement</b>
<b>Document Type:</b>	Enterprise Policy	<b>Page:</b> 1 of 3
<b>Title:</b>	<b>Technology Review Policy</b>	
<b>Effective Date:</b>	02/03/2003	<b>Revision Date:</b> Original
<b>POC for Changes:</b>	GTA Acquisition Management Office	
<b>Synopsis:</b>	Establishes GTA's policy on reviews of agency requests for technology.	

## PURPOSE

To set forth the Georgia Technology Authority's policy on reviews of agency requests for technology. To define when GTA review is required, and to delegate approval authority to each agency under certain conditions.

## SCOPE

All Agencies as that term is defined in O.C.G.A. Section 50-25-1.

**Note:** Technology review for Board of Regents institutions is governed by the policies set forth on the following site:

<http://www.usg.edu/oit/policy/procedures/itap.phtml>

## POLICY

### 1.1 Applicability

This policy supercedes and replaces the following document:

- GTA Technology Review Policy, Release No. 2, dated August 23, 2001

### 1.2 The following IT requirements will apply to all technology initiatives regardless of whether GTA review is required:

- Agencies shall analyze business processes and re-engineer if needed prior to developing technology initiatives.
- Enterprise Information Security Policies
- IRM Technology Review Standards
- Joining georgia.gov Guide Requirements (Note: This requirement includes all customer facing web application-related development regardless of the total cost of ownership.)
- Microcomputer and LAN Requirements
- Telecommunications Technology Review Standards
- All other applicable GTA Policies, Standards, and Rules

The most current version of GTA established Enterprise Policies and Standards will be maintained on the GTA Web site (<http://gta.georgia.gov>) under **Technology Initiatives**.

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### **1.3 Agency IT Coordinator**

The agency head will designate an IT Coordinator for the agency who may be the agency CIO, IT Director or other responsible party familiar with information technology to be the single point of contact for IT reviews. The IT Coordinator will become familiar with and monitor the most current GTA IT requirements, including but not limited to those referenced in Section 1.2. The responsibilities of the IT Coordinator are to review agency IT needs and assure and document the agency's compliance with Section 1.2. The IT Coordinator must maintain files by project, which may be audited by GTA.

### **1.4 IT Hardware, Software, System Development, Enhancement or Modifications less than \$50,000.**

GTA delegates approval authority to the IT Coordinator for IT hardware, software, system development, enhancement or modifications costing less than **\$50,000**. Total cost is defined as the sum of all costs over the life of the project, including but not limited to: consultant fees; salaries for new and existing employees; software license and maintenance fees; hardware and maintenance costs; telecommunication and connectivity costs; deployment costs; training costs and any other costs associated with the project. All IT initiatives that: (i) cost less than \$50,000, or (ii) are exempted in Section 1.6, but do not comply with Section 1.2 must be reviewed by GTA in the same manner as IT initiatives costing \$50,000 and greater (See Section 1.5). If the IT Coordinator has any doubt or concern of any compliance issues, they should contact their GTA Account Manager.

### **1.5 IT Hardware, Software, System Development, Enhancement or Modifications \$50,000 and greater.**

Unless exempted in Section 1.6, the IT Coordinator will review IT initiatives costing **\$50,000** or greater for compliance with Section 1.2 and forward information to GTA for further analysis and review prior to starting the project and the procurement process. Information about the initiatives shall be transmitted to GTA using the Agency Request for Technology Template (see Attachment A).

### **1.6 GTA Review Exemptions**

Regardless of cost, initiatives involving acquisition of the following items are exempt from technology review and approval by GTA. However, acquisition of any goods or services related to an exempted initiative must still be processed in accordance with the GTA Technology Procurement Policy.

- **System Maintenance/Enhancement.** This exemption covers routine software modifications and routine maintenance of existing systems.
- **Miscellaneous.** This exemption covers:
  - building control systems and maintenance
  - closed circuit TV systems and maintenance
  - computer controlled industrial equipment and maintenance

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- consumable IT supplies (media, toner, ink, etc)
- digital copiers and maintenance
- facsimile machines
- instructional equipment and maintenance
- laboratory equipment and maintenance
- life support and monitoring equipment and maintenance
- mailing equipment/systems and maintenance
- medical diagnostic equipment and maintenance
- scientific equipment and maintenance

## **GUIDELINES**

- Each agency's designated IT coordinator is expected to maintain records and serve as GTA's single point of contact regarding technology initiatives covered under this policy.
- Agency staff with particular questions in regards to the applicability of this policy to a particular agency need or initiative should contact their GTA Account Manager or GTA procurement staff in the GTA Acquisition Management Office.

## **AUTHORITY**

- O.C.G.A. Section 50-25-4(a)(11)
- O.C.G.A. Section 50-25-4(a)(28)
- O.C.G.A. Section 50-25-4(a)(30)
- O.C.G.A. Section 50-25-7.2 through 7.3
- Administrative Rules of the State of Georgia, Chapter 665-1 *et seq.* (i.e. Procurement Rules of the Georgia Technology Authority)

Click on the icon below to view Attachment A, Agency Request for Technology Template.



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Template.doc